



Agency Records Disposition Schedule

Department: Department of Public Safety

Section: Gaming

Division: Missouri State Highway Patrol

Sub-Section:

TITLE: Accident Reports

CUTOFF:EOCY

DESCRIPTION: Contains information describing motor vehicle crashes. The reports include factors contributing to the accident, as well as personal injuries and property damage resulting from the traffic crash. The report may be used as a reference for officers during testimony in court on a SHP-2P. Copy. Original at General Headquarters.

RETENTION: Years: 1 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21465

SERIES STATUS: Approved

APPROVAL DATE:

8/2/2007

TITLE: Activity Report - SHP-37

CUTOFF:EOCY

DESCRIPTION: Form used to record warnings, service to the public, and racial profiling data.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21472

SERIES STATUS: Approved

APPROVAL DATE:

8/2/2007

TITLE: Crime Investigation Reports - SHP-325

CUTOFF:EOCY

DESCRIPTION: Detailed information regarding criminal law violations and noteworthy incidents that need to be documented. The report contains specific information regarding evidence of a crime, the victim, and any suspect information. The report will contain information regarding the details of the investigation and any evidence collected. The report may serve as a reference material for court testimony.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21466

SERIES STATUS: Approved

APPROVAL DATE:

8/2/2007



Agency Records Disposition Schedule

Department: Department of Public Safety

Section: Gaming

Division: Missouri State Highway Patrol

Sub-Section:

TITLE: Criminal Case Files - SHP-259

CUTOFF: EOSFY

DESCRIPTION: A logbook, which tracks the disposition of criminal cases and the current work status of each case. Officers, supervisors, and staff routinely review cases, and document the updated status by use of this logbook.

RETENTION: Years: 10 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21467

SERIES STATUS: Approved

APPROVAL DATE:

8/2/2007

TITLE: Motor Equipment Expense Report - SHP-43R

CUTOFF: Life of vehicle

DESCRIPTION: Multi-copy form used to track mileage and mechanical concerns with all Patrol vehicles. Copy. Originals at General Headquarters.

RETENTION: Years: 0 Months: 6 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21468

SERIES STATUS: Approved

APPROVAL DATE:

8/2/2007

TITLE: Revenue Ledger

CUTOFF: EOSFY

DESCRIPTION: Record of various revenue sources for the Division. May be destroyed after conclusion of state audit if completed before end of retention period.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21469

SERIES STATUS: Approved

APPROVAL DATE:

8/2/2007



Agency Records Disposition Schedule

Department: Department of Public Safety

Section: Gaming

Division: Missouri State Highway Patrol

Sub-Section:

TITLE: Special Troop Order

CUTOFF:EOCY

DESCRIPTION: Written directive which affects only one component or function of the Patrol. Original. Copy sent to General Headquarters.

RETENTION: Years: 1 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21470

SERIES STATUS: Approved

APPROVAL DATE:

8/2/2007

TITLE: Uniform Citations

CUTOFF:EOCY

DESCRIPTION: Forms used to record arrest data.

RETENTION: Years: 1 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21473

SERIES STATUS: Approved

APPROVAL DATE:

8/2/2007

TITLE: Work Schedules and Assignments

CUTOFF:EOCY

DESCRIPTION: Forms used by supervisors to submit proposed work schedules and assignments in a uniform manner.

RETENTION: Years: 1 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21471

SERIES STATUS: Approved

APPROVAL DATE:

8/2/2007